



Jefferson County Fire Protection District No. 2

Commissioner Art Frank
Board Chair
P.O. Box 433, Quilcene, WA 98376 ■ 360-765-3333

Commissioner Melody Bacchus
Commissioner Marcia Kelbon

MINUTES

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

January 9, 2023, 7:00 p.m.

Station 21 and Zoom

ATTENDANCE:

Commissioner/Chair Frank – In Person
Commissioner Bacchus – In Person
Commissioner Kelbon – In Person
Secretary Rewitzer – In Person
Chief McKern – In Person
Captain M. McCrehin – In Person

Exec. Assistant Neuenschwander – In Person
Lt. Singleton – Zoom
Lt. Winn – In Person
Volunteer Grooms – In Person
Volunteer K. McCrehin – In Person

CALL TO ORDER:

Commissioner Frank called the regular meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE:

Lt. Winn led the pledge.

PUBLIC COMMENTS:

No comments received.

APPROVAL OF AGENDA:

Commissioner Frank moved to accept the agenda with the removal of new business item **2. Chief Contract** and addition of new business item **2. Ballot Measures in East Jefferson and Brinnon Fire Districts**. Commissioner Kelbon seconded. The motion carried.

APPROVAL OF MINUTES:

Commissioners received minutes of the December 19, 2022 Regular Meeting. Commissioner Frank moved to accept the minutes. Commissioner Bacchus seconded. The motion carried.

APPROVAL OF VOUCHERS:

Commissioner Frank reviewed individual invoices. Secretary Rewitzer advised the Board that only half of the usual monthly claims had been received for payment due to the meeting occurring so early in the month. Commissioner Frank moved to approve listed vouchers totaling \$67,621.80 and authorize Secretary Rewitzer to pay the outstanding monthly claims as listed on the Monthly Claims Checklist for January 2023. Commissioner Bacchus seconded. The motion carried. Commissioner Frank signed the Payroll and Claims check registers.

MONTHLY REPORTS:

- **Monthly Financial Report** – Commissioners were provided with a Treasurer’s Report and a 2022 Budget Position report. Secretary Rewitzer reported that the District’s overall fund balance increased by \$288,152.74 in 2022 to \$2,850,501.57.
- **Chief’s and Officer’s Reports** – Commissioners were provided with the Monthly Fire Chiefs Report. Chief McKern commended the Coyle volunteers for their response to the January 6, 2023 fire on Hazel Point Road. Chief McKern reported that two 5,000 gallon water tanks will be obtained from DNR surplus at no charge except for delivery. One tank will go to Station 22 and the other to Station 23.
- **District Secretary’s Report** –Secretary Rewitzer reported that payroll was complicated by new rates for state liabilities as well as quarterly reporting requirements.

CORRESPONDENCE:

None received.

UNFINISHED BUSINESS:

1. **Station 21 Facilities** – Captain McCrehin reported we are waiting on the selected contractor to start.
2. **Station 22 Facilities** – Volunteer Grooms reported we are waiting on a contractor to start.
3. **DNR Trust Lands** – Nothing new.
4. **Social Media Retention** – Secretary Rewitzer provided information regarding options and recommended contracting with PageFreezer. Commissioners concurred and authorized moving forward.

NEW BUSINESS:

1. **Extrication Equipment** – The AFG award for extrication equipment still has \$10,676.62 remaining. Chief McKern requested authorization to purchase \$6,779.00 in additional related equipment out of the award. Commissioner Frank moved to approve the request. Commissioner Kelbon seconded. The motion carried. Commissioners signed the Capital Budget Request Form.
2. **Ballot Measures in East Jefferson and Brinnon Fire Districts** – Commissioner Frank reported that East Jefferson and Brinnon fire districts have both introduced ballot measures for levy increases. Commissioners discussed what was currently known about the measures. No action – informational only.

SEMINARS/CONFERENCES/CONFERENCES/SPECIAL EVENTS:

Legislative Day hosted by the Washington Fire Commissioners and the Washington Fire Chiefs Associations will be held the morning of February 17, 2023 at the State Capitol in Olympia.

GOOD OF THE ORDER:

Nothing added.

EXECUTIVE SESSION:

Commissioner Frank called for an Executive Session under Section 42.30.110(1)(g) RCW to review the performance of a public employee. A 10-minute Executive Session of Commissioners commenced at 7:40 p.m. The session ended at 7:50 p.m. and was extended for 5 minutes. The session ended at 7:55 p.m. with no action reported.

ADJOURNMENT:

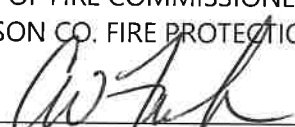
The meeting was adjourned at 7:55 p.m.


ATTACHMENTS:


General Certificate for Claims:	Payroll Check/Warrant Register dated 1/3/2023 Claims Check/Warrant Register dated 1/9/2023
Reports:	December 2022 Treasurer's Report Monthly Fire Chief's Report

APPROVED this 13 day of FEBRUARY, 2023 by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2, then signed by those members present at the meeting:

BOARD OF FIRE COMMISSIONERS
JEFFERSON CO. FIRE PROTECTION DIST. #2


ART FRANK, Commissioner/Chair


MELODY BACCHUS, Commissioner


MARCIA KELBON, Commissioner

ATTEST:


ROBERT REWITZER, District Secretary

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 10:54:03 Date: 01/03/2023

01/03/2023 To: 01/03/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3	01/03/2023	Payroll	20	EFT	Lynn Cassella-Blackburn	1,307.54	2022.12 Payroll
9	01/03/2023	Payroll	20	EFT	Kimberly Kinser		2022.12 Payroll
10	01/03/2023	Payroll	20	EFT	Sophia Knutzen	249.34	2022.12 Payroll
14	01/03/2023	Payroll	20	EFT	Mark A McCrehin	4,622.09	2022.12 Payroll
15	01/03/2023	Payroll	20	EFT	Timothy M McKern	6,357.19	2022.12 Payroll
16	01/03/2023	Payroll	20	EFT	Timothy Mickelson	13.85	2022.12 Payroll
18	01/03/2023	Payroll	20	EFT	Robert J Rewitzer	2,806.86	2022.12 Payroll
19	01/03/2023	Payroll	20	EFT	Nicholas Singleton	5,216.64	2022.12 Payroll
22	01/03/2023	Payroll	20	EFT	Zachary D Torres	83.11	2022.12 Payroll
23	01/03/2023	Payroll	20	EFT	Zachary D Torres	3,435.38	2022.12 Payroll
24	01/03/2023	Payroll	20	EFT	Kevin R Winn	3,886.32	2022.12 Payroll
25	01/03/2023	Payroll	20	EFT	HRA VEBA - YA20437	500.00	Pay Cycle(s) 01/03/2023 To 01/03/2023 - HRA VEBA
26	01/03/2023	Payroll	20	EFT	US Treasury	4,858.03	941 Deposit for Pay Cycle(s) 01/03/2023 - 01/03/2023
27	01/03/2023	Payroll	20	EFT	WA Dept of Retirement Systems	4,776.65	Pay Cycle(s) 01/03/2023 To 01/03/2023 - LEOFF2; Pay Cycle(s) 01/03/2023 To 01/03/2023 - PERS2
28	01/03/2023	Payroll	20	EFT	WA Employment Security Dept-PFMLA	498.80	Pay Cycle(s) 10/01/2022 To 12/31/2022 - PFMLA
29	01/03/2023	Payroll	20	EFT	WA Employment Security Dept	139.72	4th Quarter Unemployment: 10/01/2022 - 12/31/2022
1	01/03/2023	Payroll	20	1288	Melody Bacchus	118.20	2022.12 Payroll
2	01/03/2023	Payroll	20	1289	David Blohm	55.41	2022.12 Payroll
4	01/03/2023	Payroll	20	1290	Roland Faragher-Horwell	193.93	2022.12 Payroll
5	01/03/2023	Payroll	20	1291	Art Frank	118.20	2022.12 Payroll
6	01/03/2023	Payroll	20	1292	Thane Grooms	207.79	2022.12 Payroll
7	01/03/2023	Payroll	20	1293	Kristina M Heidt	164.13	2022.12 Payroll
8	01/03/2023	Payroll	20	1294	Bailey M Kieffer	110.82	2022.12 Payroll
11	01/03/2023	Payroll	20	1295	Viviann Kuehl	69.26	2022.12 Payroll
12	01/03/2023	Payroll	20	1296	Andrew J Lewis	152.38	2022.12 Payroll
13	01/03/2023	Payroll	20	1297	Krystal McCrehin	7.70	2022.12 Payroll
17	01/03/2023	Payroll	20	1298	James L Pinks	152.38	2022.12 Payroll
20	01/03/2023	Payroll	20	1299	Donald Svetich	386.75	2022.12 Payroll
21	01/03/2023	Payroll	20	1300	Tyson Svetich	1,069.01	2022.12 Payroll
30	01/03/2023	Payroll	20	1301	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 01/03/2023 To 01/03/2023 - Union Dues
31	01/03/2023	Payroll	20	1302	Nationwide Retirement Solutions	941.50	Pay Cycle(s) 01/03/2023 To 01/03/2023 - 457 Plan; Pay Cycle(s) 01/03/2023 To 01/03/2023 - 457 Plan Roth
32	01/03/2023	Payroll	20	1303	Trusted Plans Service Corporation	8,208.62	Pay Cycle(s) 01/03/2023 To 01/03/2023 - Medical; Pay Cycle(s) 01/03/2023 To 01/03/2023 - Dental
33	01/03/2023	Payroll	20	1304	WA Dept of Labor & Industries-FD2	4,823.36	4TH Quarter L&I: 10/01/2022 - 12/31/2022

001 General Fund 662 600 71
040 EMS Fund 662 610 71

33,750.62
21,967.09

55,717.71 Payroll: 55,717.71

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 10:54:03 Date: 01/03/2023

01/03/2023 To: 01/03/2023

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CHECK REGISTER REPORT

PURPOSE: Check one.

PAYROLL: *No General Certificate required.**

BARS Codes for Payroll Checking Account reimbursement Claims:

General Fund: 589.99.00.000.1 Payroll Clearing--GEN

EMS Fund: 589.99.00.000.4 Payroll Clearing-EMS

CLAIMS: *Required--General Certificate.**

Robt Rawitz 1-3-2023
Preparer Date

S. M. / K. 1-3-2023
Auditing Officer Date

GENERAL CERTIFICATE FOR CLAIMS (not required for Payroll)

In accordance with RCW 52.16.050 (3), I certify that the Board of Commissioners for Jefferson County Fire Protection District No 2 has audited, reviewed and approved the payrolls and bills giving rise to the warrants included in this Register.

I further certify that the County Treasurer is authorized to pay these warrants.

AW Ful 1-9-23
Chair (or Acting Chair) of the Board of Fire Commissioners Date

* **Note:** District Procedure 805 *Issuance of Warrants by the District* allows or requires the following:

Paragraph 805.3 authorizes Payroll to be paid without approval of the Commission.

Paragraph 805.4 requires Commission approval of Claims (including Payroll Reimbursements) in advance of payment.

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 16:02:43 Date: 01/09/2023

01/01/2023 To: 01/31/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
34	01/09/2023	Claims	10	620681	Amazon Capital Services	8.72	#9 Envelopes
35	01/09/2023	Claims	10	620682	Boundtree Medical LLC	2.80	Monthly Medical Supplies
36	01/09/2023	Claims	10	620683	Canon Financial Services, Inc	54.44	Monthly Printer Lease
37	01/09/2023	Claims	10	620684	EMS Connect LLC	134.00	Monthly EMS Training
38	01/09/2023	Claims	10	620685	EMS Special Agency Fund	187.00	Monthly Ambulance Transport Fee
39	01/09/2023	Claims	10	620686	ESO Solutions, Inc.	299.43	Monthly RMS Fee
40	01/09/2023	Claims	10	620687	Good Man Inc	101.43	Monthly Restroom - Station 22
41	01/09/2023	Claims	10	620688	Greentree Communication Inc	1,963.80	Annual Repeater System Service
42	01/09/2023	Claims	10	620689	Henery Hardware	49.09	Paint Supplies - Station 21; Paint Supplies - Station 21; Hardware for Ipad Mount - Aid 212
43	01/09/2023	Claims	10	620690	JC Fire District #2 Payroll	55,717.71	Monthly Payroll Reimbursement 2023.01.03
44	01/09/2023	Claims	10	620691	JeffCom 911 Communications	4,752.47	Quarterly Dispatch Fee (Q1)
45	01/09/2023	Claims	10	620692	Timothy M McKern	100.00	Monthly Personal Device Stipend
46	01/09/2023	Claims	10	620693	Olympic Garage Door	1,103.55	Garage Door Replacement - Rental
47	01/09/2023	Claims	10	620694	PUD	2,065.10	Monthly Utilities - Station 21; Monthly Utilities - Annex; Monthly Utilities - Station 22; Monthly Utilities - Station 23; Monthly Utilities - Crew Quarters; Monthly Utilities - Administration
48	01/09/2023	Claims	10	620695	Pacific Office Equipment	483.85	Monthly Printer Usage; Monthly Printer Usage - Station 21; Monthly Computer Support; Monthly GMail
49	01/09/2023	Claims	10	620696	Systems Design West LLC	535.44	Monthly EMS Billing Service
50	01/09/2023	Claims	10	620697	Westbay Auto Parts Inc	62.97	DEF for A21
						40,873.84	
						26,747.96	
						67,621.80	Claims: 67,621.80

CHECK REGISTER

Jefferson County Fire Distr #2

Time: 16:02:43 Date: 01/09/2023

01/01/2023 To: 01/31/2023

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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PURPOSE: Check one.

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BARS Codes for Payroll Checking Account reimbursement Claims:

General Fund: 589.99.00.000.1 Payroll Clearing--GEN

EMS Fund: 589.99.00.000.4 Payroll Clearing-EMS

CLAIMS: Required--General Certificate.*

Robt Runtz 1-9-2023
Preparer Date

Jm Miller 1-9-2023
Auditing Officer Date

GENERAL CERTIFICATE FOR CLAIMS (not required for Payroll)

In accordance with RCW 52.16.050 (3), I certify that the Board of Commissioners for Jefferson County Fire Protection District No 2 has audited, reviewed and approved the payrolls and bills giving rise to the warrants included in this Register.

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TREASURER'S REPORT

Fund Totals

Jefferson County Fire Distr #2

Time: 14:23:21 Date: 02/07/2023
Page: 1

01/01/2023 To: 01/31/2023

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 662 600 71	447,054.30	43,311.81	78,825.66	411,540.45	0.00	29,575.71	0.00	441,116.16
040 EMS Fund 662 610 71	517,893.79	24,463.51	52,229.86	490,127.44	0.00	24,470.08	0.00	514,597.52
070 Capital (Reserve) Fund 662 631 71	1,885,553.48	6,237.46	6,779.00	1,885,011.94	0.00	0.00	0.00	1,885,011.94
	2,850,501.57	74,012.78	137,834.52	2,786,679.83	0.00	54,045.79	0.00	2,840,725.62

TREASURER'S REPORT

Account Totals

Jefferson County Fire Distr #2

Time: 14:23:21 Date: 02/07/2023
Page: 2

01/01/2023 To: 01/31/2023

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10 General-JeffCo	386,554.30	71,122.79	78,733.78	378,943.31	0.00	0.00	378,943.31
20 Payroll-1st Security	60,000.00	55,717.71	108,039.45	7,678.26	0.00	54,045.79	61,724.05
25 Petty Cash-US Bank	500.00	0.00	0.00	500.00	0.00	0.00	500.00
40 EMS-JeffCo	517,893.79	24,463.51	27,810.98	514,546.32	0.00	0.00	514,546.32
70 Capital (Reserve)-JeffCo	1,885,553.48	6,237.46	6,779.00	1,885,011.94	0.00	0.00	1,885,011.94
Total Cash:	2,850,501.57	157,541.47	221,363.21	2,786,679.83	0.00	54,045.79	2,840,725.62
	2,850,501.57	157,541.47	221,363.21	2,786,679.83	0.00	54,045.79	2,840,725.62

TREASURER'S REPORT

Outstanding Vouchers

Jefferson County Fire Distr #2

01/01/2023 To: 01/31/2023

As Of: 01/31/2023 Date: 02/07/2023

Time: 14:23:21 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	70	01/31/2023	Payroll	20	EFT	Lynne Cassella-Blackburn	642.62	2023.01 Payroll
2023	79	01/31/2023	Payroll	20	EFT	Kevin R Winn	4,063.69	2023.01 Payroll
2023	82	01/31/2023	Payroll	20	EFT	WA Dept of Retirement Systems	5,555.60	Pay Cycle(s) 01/31/2023 To 01/31/2023 - LEOFF2; Pay Cycle(s) 01/31/2023 To 01/31/2023 - PERS2
2023	78	01/31/2023	Payroll	20	EFT	Zachary D Torres	4,486.17	2023.01 Payroll
2023	80	01/31/2023	Payroll	20	EFT	HRA VEBA - YA20437	600.00	Pay Cycle(s) 01/31/2023 To 01/31/2023 - HRA VEBA
2023	74	01/31/2023	Payroll	20	EFT	Timothy M McKern	6,357.19	2023.01 Payroll
2023	75	01/31/2023	Payroll	20	EFT	Robert J Rewitzer	2,968.37	2023.01 Payroll
2023	76	01/31/2023	Payroll	20	EFT	Nicholas Singleton	3,921.15	2023.01 Payroll
2023	77	01/31/2023	Payroll	20	EFT	Tyson J Svetich	4,799.12	2023.01 Payroll
2023	73	01/31/2023	Payroll	20	EFT	Mark A McCrehin	4,445.02	2023.01 Payroll
2023	81	01/31/2023	Payroll	20	EFT	US Treasury	4,599.93	941 Deposit for Pay Cycle(s) 01/31/2023 - 01/31/2023
2022	79	02/04/2022	Payroll	20	1160	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 02/04/2022 To 02/04/2022 - Union Dues
2022	203	04/04/2022	Payroll	20	1185	Quinn M McMahon	277.05	2022.04 Payroll
2022	218	04/04/2022	Payroll	20	1190	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 04/04/2022 To 04/04/2022 - Union Dues
2022	279	05/02/2022	Payroll	20	1199	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 05/02/2022 To 05/02/2022 - Union Dues
2022	339	06/01/2022	Payroll	20	1209	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 06/01/2022 To 06/01/2022 - Union Dues
2022	418	07/01/2022	Payroll	20	1230	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 07/01/2022 To 07/01/2022 - Union Dues
2022	476	08/01/2022	Payroll	20	1240	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 08/01/2022 To 08/01/2022 - Union Dues
2022	515	09/01/2022	Payroll	20	1244	Melody Bacchus	118.20	2022.08 Payroll
2022	583	10/03/2022	Payroll	20	1259	Bailey M Kieffer	13.85	2022.09 Payroll
2023	13	01/03/2023	Payroll	20	1297	Krystal McCrehin	7.70	2022.12 Payroll
2023	30	01/03/2023	Payroll	20	1301	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 01/03/2023 To 01/03/2023 - Union Dues
2023	69	01/31/2023	Payroll	20	1305	Melody Bacchus	118.20	2023.01 Payroll
2023	71	01/31/2023	Payroll	20	1306	Art Frank	118.20	2023.01 Payroll
2023	72	01/31/2023	Payroll	20	1307	Krystal McCrehin	187.79	2023.01 Payroll
2023	83	01/31/2023	Payroll	20	1308	JC Professional Firefighters Local 3811	186.75	Pay Cycle(s) 01/31/2023 To 01/31/2023 - Union Dues
2023	84	01/31/2023	Payroll	20	1309	Nationwide Retirement Solutions	825.00	Pay Cycle(s) 01/31/2023 To 01/31/2023 - 457 Plan; Pay Cycle(s) 01/31/2023 To 01/31/2023 - 457 Plan Roth

TREASURER'S REPORT
Outstanding Vouchers

Jefferson County Fire Distr #2

01/01/2023 To: 01/31/2023

As Of: 01/31/2023 Date: 02/07/2023
 Time: 14:23:21 Page: 4

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	85	01/31/2023	Payroll	20	1310	Truemed Plans Service Corporation	8,446.94	Pay Cycle(s) 01/31/2023 To 01/31/2023 - Medical; Pay Cycle(s) 01/31/2023 To 01/31/2023 - Medical Pre; Pay Cycle(s) 01/31/2023 To 01/31/2023 - Dental; Pay Cycle(s) 01/31/2023 To 01/31/2023 - Dental Pre
							<u>54,045.79</u>	

Fund	Claims	Payroll	Total
001 General Fund 662 600 71	0.00	29,575.71	29,575.71
040 EMS Fund 662 610 71	0.00	24,470.08	24,470.08
	<u>0.00</u>	<u>54,045.79</u>	<u>54,045.79</u>

TREASURER'S REPORT
Signature Page

01/01/2023 To: 01/31/2023

REVIEWED AND APPROVED



Preparer

2-7-2023

Date



Auditing Officer

2-7-2023

Date



QUILCENE FIRE RESCUE

MONTHLY FIRE CHIEFS REPORT

For December 2023

Our Mission

"Provide competent and professional fire, rescue, and medical services to the citizens and visitors of Quilcene and Coyle while ensuring the safety, education, and well-being of its members."

Our Vision

"Provide services to the Quilcene and Coyle communities in the form of fire, rescue and medical incident responses, and public safety, fire prevention and public affairs. These services will be provided in an environment of inclusion of all its members and the communities."

Our Core Values

The five QFR Core values in priority order are:

1. FIREFIGHTER SAFETY
2. FIRE PREVENTION & PUBLIC EDUCATION
3. EFFICIENT OPERATIONS
4. PROFESSIONAL BEHAVIOR
5. CLEAR POLICY /CONCISE PROCEDURE

"We serve to save"

Governance and Administration:

- COVID 19 – Flu Vaccine – Washington in Purple (Highest in US) RSV for adults as well
- JeffCom Hiring Staff is the Key focus and Director has been relieved of her duties
- Chief Manly and Chief Black now Chair and Vice JCFA

Goals and Objectives:

- Station 22 Station pending ramp grade, Pavement, and Exterior Painting
- LNI Fiire Program for the year 2 moving forward along with grant as well
- Training Program plan with potential change to Action Training due to cost and ease of use.
- AFG 2021 applied and was awarded Battery Operated Extrication Tools. Board action last month to order TNT Tools with 4-6 weeks out. We will follow up with remainder of grant to mounts for E21.

Financial Resources:

- BIAS – enhancing what we have for day-to-day reports
- GEMT funds still rolling in and working with BIAS and changes to non-transport side
- CMS (Medicare) Data Collection Project for 2022 July 1,2022 – June 30 2023

Physical Resources and Quality of Life (QOL):

- Stryker Gurneys and Stairchair are here and gurney install Jan 16th at Braun

Health and Safety

- Review of Policies and Safety programs – Safety Committee meets with Officers 2nd Wednesday of each month. Working on Roles and Responsibility of a “Safety Officer”
- FIIRE Program update – VAP Surview complete and working on RTW, Risk Assessment, other safety topics. We have completed and starting on 1st quarter 2nd year requirements.

Essential Resources

- Policy & Procedure- Lexipol- QFR Policy consolidation ongoing and review critical ones for daily OPS

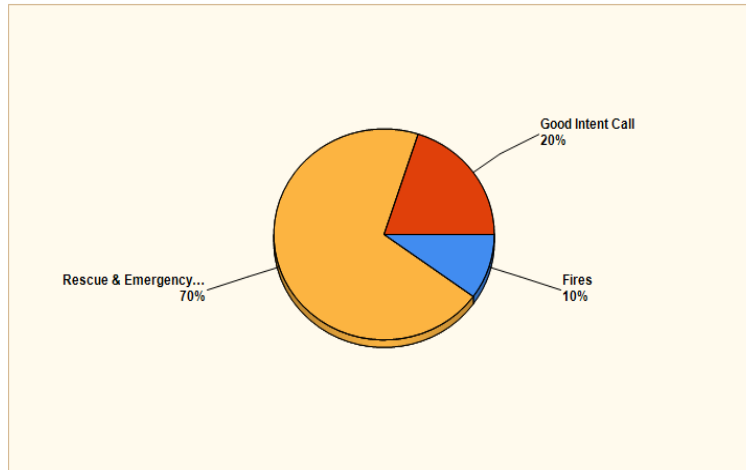
External Relationships

- Working with Jeffcom on new CAD program that included response plans, Crew Force
- Working with JeffCom / MedeVac Providers to set up App for each provider. Along with a new DOH state Air Transport Committee to review the process and procedures they follow. Bottom Line is to call one provider for service by either company.

Fire Prevention

- Community Risk Reduction programs along with Countywide CWPP plan
- Working with Coyle Area on Road Access and Addressing
- Strategic Plan review at Leadership updating with recent Stryker Gurney Overview
- Review Fire Levy for potential Lid Lift TBD
- Safer grant for 3 to 4 FF in Feb 2023

December 2022 Incidents:



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	10%
Rescue & Emergency Medical Service	21	70%
Good Intent Call	6	20%
TOTAL	30	100%

INCIDENT TYPE	INCIDENT STATUS	# INCIDENTS
Zone: 21 - Quilcene		
131 - Passenger vehicle fire	Reviewed	1
321 - EMS call, excluding vehicle accident with injury	Reviewed	11
322 - Motor vehicle accident with injuries	Reviewed	1

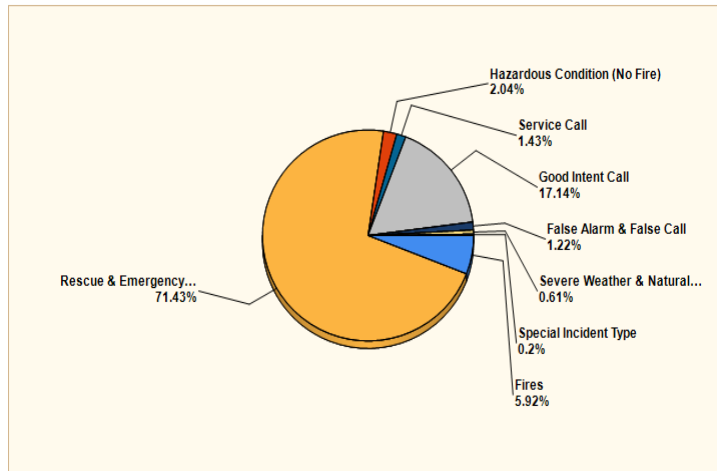
Zone: 22 - Coyle		
321 - EMS call, excluding vehicle accident with injury	Reviewed	2

Zone: 23 - Dabob		
321 - EMS call, excluding vehicle accident with injury	Reviewed	1

Zone: Brinnon - 16D04 Brinnon Fire Department		
122 - Fire in motor home, camper, recreational vehicle	Reviewed	2
321 - EMS call, excluding vehicle accident with injury	Reviewed	1
322 - Motor vehicle accident with injuries	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	3

Zone: Discovery Bay - 16D05 Discovery Bay Fire Department		
321 - EMS call, excluding vehicle accident with injury	Reviewed	1
322 - Motor vehicle accident with injuries	Reviewed	2

Zone: Port Ludlow - 16D03 Port Ludlow Fire & Rescue		
321 - EMS call, excluding vehicle accident with injury	Reviewed	1
611 - Dispatched & cancelled en route	Reviewed	3
Total		30



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	29	5.92%
Rescue & Emergency Medical Service	350	71.43%
Hazardous Condition (No Fire)	10	2.04%
Service Call	7	1.43%
Good Intent Call	84	17.14%
False Alarm & False Call	6	1.22%
Severe Weather & Natural Disaster	3	0.61%
Special Incident Type	1	0.2%
TOTAL	490	100%



Apparatus Readiness:

- The GMC Aid unit is scheduled to go to Braun on Jan.16. Both new gurneys have finally been delivered. The GMC is first, so they can fix the electrical issues involving the back up camera. The Ram unit will be next, and it will be serviced for a battery draw issue involving the power inverter.
- Currently B21 is at NKFR. They found a few minor fuel leaks and are working on getting them fixed. I expect it back this week.
- Our new Extrication equipment has been ordered. Once it arrives, I will be looking at different mounting options for E21.

Training and Competency:

- Target Solutions still has **13** overdue assignments.
- I have begun training with DC Svetich on organizing volunteers' quarterly points. I will be doing this with DC Svetich in December for fourth quarter points, so I am able to do first quarter points for 2023 on my own. I have also received all the potential training files from DC Svetich for the 2023 year.
- I have been researching Action Training for our online training program. We are currently using Vector Solutions. I have received a trial issue and have been going through a few lessons. I will be reaching out to them once again to see about pricing.
- LTs. Winn and Singleton will be attending an Incident Safety Officer class in Lacey, WA in March. This course is designed for Fire and EMS responders who may be designated by the Incident Commander as an ISO while working within an Incident Command System. Once completed, all 3 officers will be Incident Safety Officers.
- I have recertified my EMT B/IV Tech, and BLS Evaluator with Washington State.

Physical Resources and Quality of Life:

- We are scheduled with Nieman Construction around the 2nd week of January. The start date may vary though because Dan Nieman would like to make sure he has all items ordered on hand and various sub-contractors scheduled correctly before placing the bathroom out of service.
- The garage door at the rental home at 80 W Rose St has been replaced. Olympic Garage Door did the replacement. This is the same company that we use at Station 21 for our Apparatus Bay doors.
- New ADA compliant toilets have been installed in Station 21 as well as Admin. The Woman's room at Station 21 has begun to be repainted.
- The South Jefferson Little League has asked to use the training room for meetings on the 2nd Wednesday of each month. Due to a scheduling conflict, they had their first meeting on January 2.

Staffing (next 30 days):

- The Duty Calendar is looking much better with additional hires now onboard. There is still a shift or 2 open. I have messaged members about the open shifts.

Quilcene Fire Rescue																			
Apparatus Usage																			
Report Date		1/3/2023																	
Apparatus Type	ID*	Vehicle Number	Mfg Dt	In Yrs	Age	In Svc Dt*	In Svc Miles**	In Svc Hrs***	Rpt Dt Miles	Rpt Dt Hrs	Avg Ann Miles***	Avg Ann Hrs****							
11 - Engine	E22	96.Ford.55851C.2430	1996	27	1/1/1999	Unknown	Unknown	Unknown	27,350	0	1,012	0							
11 - Engine	E21	05.Freightliner.82171C.1149	2005	18	3/26/2007	Unknown	Unknown	Unknown	40,223	2,025	2,233	112							
16 - Brush Truck	B22	95.Ford.36251C.4130	1995	28	9/6/1995	0	Unknown	Unknown	29,841	0	1,105	0							
16 - Brush Truck	B21	08.Ford.B4486C.6274	2008	15	10/24/2016	Unknown	Unknown	Unknown	75,432	0	5,023	0							
24 - Tanker or Tender	T21	18.Freightliner.71820C.8029	2018	5	8/15/2018	0	Unknown	Unknown	5,610	313	1,403	62							
60 - Support Apparatus	U21	05.Chev.91128C.9239	2005	18	Unknown	Unknown	Unknown	N/A	195,817	N/A	10,869	N/A							
60 - Support Apparatus	U22	08.Ford.A2604C.1351	2008	15	1/1/2008	0	N/A	N/A	120,754	N/A	8,050	N/A							
75 - BLS Unit	A212	16.GMC.B6128C.2830	2016	7	9/20/2016	0	N/A	N/A	46,813	1,853	7,802	264							
75 - BLS Unit	A21	18.Dodge.C6410C.6370	2018	5	3/14/2019	0	N/A	N/A	46,678	797	15,559	159							
92 - Chief Officer Car	C202	05.Chev.B3139C.1967	2005	18	3/30/2016	Unknown	Unknown	N/A	110,835	N/A	6,152	N/A							
92 - Chief Officer Car	C201	20.Ford.B7209C.2336	2020	3	3/16/2020	0	N/A	N/A	31,858	146	15,929	49							

Significant Events and Service Delivery:

- N/A

Training and Competency:

- N/A

Physical Resources and Quality of Life:

- The department RMS System ERS will be going through conversion to ESO over next few months. I have created and transferred all to data to our local server and cloud.
- CrewForce is still working Great. A few updates have come out improving its functionality.
- The New Styker Auto Loaders have been delivered to Braun NW and the new gurneys have arrived. A21 and A212 have been scheduled for install of the new equipment on Jan 16th.
- Lt Singleton will be teaching a CPR/First Aid Class for Center Valley Animal Rescue Mid-January the Nov 30th class was canceled due to weather.
- We will be planning public CPR classes for February and plan to announce them in Jan.
- I will be reaching out to AT&T FirstNet to get Chief Svetich cell number released to him.

Staffing (next 30 days):

- I have no vacation planned for the month of January.

Significant Events and Service Delivery:

- C-Shift responded to 11 incidents during the month of December with multiple responses to aid calls, motor vehicle collisions, and two fires involving motor homes. Notable incidents include:
 - Mutual aid to District 4 for a fully involved abandoned motor home. The fire was extinguished without issue or injury.
 - Mutual aid to District 4 for a working fire in a motor home. Layout of the property and active snowfall provided challenges for response and suppression. The fire was extinguished without any injuries.
 - Mutual aid to District 5 for rollover MVC with injuries. Patient transported in A21 to Jefferson healthcare.
 - Mutual aid to district 5 for rollover MVC with injuries. Patient was treated and released against medical advice.
 - Water usage report sent to PUD with approximately 2500 gallons used for incidents, training, and maintenance.

Apparatus Readiness:

- NTR.

Training and Competency:

- Attended the Energy driven emergencies class in Port Angeles. This was a very thorough and eye-opening class that brings awareness to the training gap in the fire service on management of Incidents involving any type of electricity. Extensive notes were taken, and the power point has been acquired. I plan to share this knowledge with members of QFR and work to close that training gap.
- Have reached out to CVAR to reschedule the CPR/First aid class for later this month.
- Passed written final exam for the IV tech class and hope to be certified for starting IVs independently real soon.
- Working with EMTs on skills refreshers with a focus on trauma and pharmacology.
- Working with FF/EMT Svetich on Blue card fundamentals, FF1 skills refreshers, EMT skills, and SOAP report writing.

Physical Resources and Quality of Life:

- The new extrication tools have been ordered and should arrive early February. Once the tools, arrive they will be inspected, inventoried, and a plan will be formed with the leadership on how to rearrange existing tools and store the tools on E21. The free day of training with the E3 extrication sales rep will be scheduled soon for all QFR personnel to receive some hands-on training.

Staffing (next 60 days):

- All C-Shifts are covered with a great addition of FF/EMT Svetich to C-Shift with occasional stipend staffing for a 3rd on.

Other:

- NTR.